JCU Freight Procedures Cairns Campus.

Out Going Freight:

1. Ensure items are packaged correctly.

2. Place sender & receiver address labels on each package, including phone numbers.

3. Phone the freight company that you wish to use & request a pickup. JCU preferred carrier is TNT. JCU has accounts for most freight companies. Phone JCU Freight Townsville x 15272 for account number.

4. Complete the consignment note; if one is not available, request the driver to bring one when you request pickup.

5. Sender must complete consignment note; freight drivers do not. Complete the consignment note with the required information, sender & receiver name, address and phone number.

6. On the consignment note at Customer Reference, place the 13 digit Department Cost Code (required for freight cost recovery).

7. Send short email to the JCU Freight Townsville: freight@jcu.edu.au advising that you have sent freight including the freight company name, consignment note number & departmental charge code.

Incoming Freight from outside of the University on a JCU account.

1. Request sender to package items correctly.

2. Place sender & receiver address labels on each package, including phone numbers.

3. Sender must complete consignment note; they can request driver to bring one if required.

4. Give sender the account number for JCU with that freight company.

5. Ask the sender to phone or email to you (the receiver) the freight company name & consignment note number.

6. Email to JCU Freight Townsville: freight@jcu.edu.au advising that freight is being sent to the University. Include the freight company name, consignment note number & 13 digit Department Cost Code (required for freight cost recovery).

It is very important that these procedures are followed.
Phone: 15272 or email: freight@jcu.edu.au for advice.